

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
EQUAL EMPLOYMENT OPPORTUNITY DIVISION
TITLE VI COMPLAINT PROCEDURES**

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964, relating to any program or activity administered by the WV Department of Transportation (WVDOT) or its sub-recipients, consultants, and/or contractors.

These procedures do not deny the right of the complainant to file a formal complaint with other State or Federal agencies, or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

Every effort will be made by the Title VI Program Coordinator to obtain early resolution of complaints at the lowest level possible.

Procedures

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a complaint with WVDOT's Title VI Program Coordinator. A complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant. The complaint should include the following items:
 - a. Include the date when the complainant became aware of the act of discrimination, the date on which the conduct was discontinued or the latest instance of the conduct.
 - b. Present a detailed description of the issues, including the names and job titles of those individuals perceived as the parties involved in or contributing to the act of discrimination.
 - c. The allegation must involve a discriminatory act based upon the complainant's protected status such as race, color, national origin, disability, sex or age.
 - d. Original signed copy to be mailed to Title VI Program Coordinator at the following address:

WV Department of Transportation
EEO Division
1900 Kanawha Boulevard, East
Building 5 Room 948 A
Charleston, West Virginia 25305
(304) 558-3931

Note: Allegations received by telephone will be reduced to writing on a complaint form and provided to the complainant for review and signature before processing.

2. Upon receipt of the complaint, the Title VI Program Coordinator will determine its jurisdiction, acceptability, and need for additional information as well as investigate the merit of the complaint.
3. Once a complaint is accepted for investigation, the complainant and respondent will be notified in writing within seven calendar days. The respondent will have 10 calendar days from the date of the WVDOT written notification of complaint to furnish a response to the allegations.
4. The investigative report and a copy of the complaint will be forwarded to the FHWA or appropriate Federal agency and affected parties within 60 calendar days of the acceptance of the complaint.
5. The WVDOT will notify the parties of its final decision and advise the parties of the right to appeal to FHWA or appropriate Federal agency.
6. Complaints related to employment may be filed with the following agencies:

WV Human Rights Commission
1321 Plaza East Room 108A
Charleston, WV 25301-1406
(304) 558-2616
(888)676-5546
(304)558-0085 Fax

Equal Employment Opportunity Commission
William S. Moorhead Federal Building
1000 Liberty Ave. Suite 1112
Pittsburgh, PA 15222
(800)669-4000